



Appendix J

Internet

Introduction

The information contained in this appendix is from a memo dated May 29, 1998, signed by Mary Neal, Acting Director of Operational Support, with the subject: Availability of Automated Short-term Reporting Tool (SRT). Also included is the information contained in the on-line help for the SRT.

The SRT is part of the AQIM/WADS Automation Project. It is an interim tool. No major enhancements are planned. It will be replaced with a new, long-term AQI system known as the updated Port Information Network-Operations (PIN-Ops). Parts of PIN-Ops will replace the current AQIM use of Epi Info for data entry.

What SRT Provides

The SRT provides a useful selection of reports summarizing AQI data, within a State, a Region, or across a nation. Users can select customized reports from

- ◆ Work Accomplishment Data System (WADS) data,
- ◆ Agricultural Quarantine Inspection Monitoring (AQIM) data, and limited PIN-Ops-309 pest interception data.

In this handbook, information about the SRT will focus only on AQIM data. The AQIM part of the SRT includes Epi Info records for Fiscal Years 1996 through 2000. The SRT data base is updated quarterly.



The data may contain errors because of how data is entered and collected.

Objectives For The SRT

The SRT provides:

- ◆ Access to reports that are based on the best information currently available
- ◆ An opportunity to understand the limited quality of the information
- ◆ An opportunity to identify and improve the information quality

- ◆ An immediate and relevant system and data experience to enhance the designing of PIN-Ops

How To Access SRT

There are two ways to access the SRT on **inside.aphis.usda.gov** (the APHIS Intranet).

1. Being on a Local Area Network (LAN) that is connected to the APHIS Wide Area Network (WAN).
2. Having a modem that can connect through WorldCom's Remote LAN Dial (RLD). See more under the heading, Remote LAN Dial (RLD)

Once connected, use Netscape to access the site address:

inside.aphis.usda.gov/protection/ppq/homesrt.html

NOTE: In order to use the SRT reporting tools, you must enter your last name and birth date. This information is checked against PPQ's national employee records. Therefore, if your last name on official records includes Jr., III, or a compound name, the complete name must be included in the last name you enter.

Remote LAN Dial (RLD)

WorldCom's Remote LAN Dial (RLD) replaced AT&T's OASIS service that you previously used for Dial-up Internet access. If you want to access the Internet remotely, you must have the following:

- An RLD Log-on ID and password (available from ATAC at telephone number (877) 944-8457)
- A PC properly configured for RLD access to the Internet

To configure your PC for RLD access to the Internet, use the following procedure:

1. Double Left Click on **My Computer**
2. Double Left Click on **Dial Up Networking** (If you get *Welcome to Dial Up Networking banner*, click **Cancel**)
3. Double Left Click on **Make New Connection**
4. In box labeled "**Type a name for computer you are dialing**", Type **RLD** (In "Select a Device", your modem will appear.)
5. Left Click on **Next**
6. In box labeled Area Code, type **888**
7. In box labeled Telephone Number, type **523-3305**



In OASIS, if you used a "9" to access an outside line or an "8" for FTS, you will need to do the same for this connection by double clicking on RLD, Dialing Properties.

To complete these procedures, you must have an RLD Log-on ID and password from the RLD Administrator at ATAC, Telephone: 877-944-8457.

8. Left Click on **Next**
9. Left Click on **Finish** (You should be back at Dial Up Networking screen)
10. In the **Dial Up Networking** screen, Right Click on **RLD icon**
11. Left Click on **Properties Tab**
12. Left Click on **Server Types**
13. In the box labeled "*Type of Dial-up Server*", make sure it shows **PPP, Internet, Windows 98**. If it does not show this, click on the down arrow next to the block and select this option
14. In the box labeled "*Advanced Options*", make sure **Log on to Network** is checked.
15. In the box labeled "*Allowed network protocols*", make sure only **TCP/IP** is checked. (Settings on the **Scripting Tab** and **Multilink Tab** do not need to be changed.)
16. Once you have made the above settings in the RLD properties, Left Click on **OK**. (You should be back at the Dial Up Networking screen.)
17. Double Left Click on the **RLD icon**.
18. In the box labeled "*Connect To*", Left Click on **Dialing Properties**.
19. In the box labeled "*When dialing frm here*", enter your outside line access number. (If you must enter any digit before dialing out of your office, make the change on this screen. For instance, if you are in an office that requires "9" to be dialed prior to dialing, enter "9" **For local calls** and **For long distant calls**.)
20. Left Click on **OK**. (You should be back at the box labeled "*Connect To*.")
21. In the block labeled "*User Name*", enter the user name e-mailed to you from the RLD Administrator at ATAC. It will be a series of **6 numbers@aphis%nci**. It is very important that you enter it the correct way.
22. In the block labeled "*Password*" enter the password e-mailed to you by the RLD Administrator at ATAC. The password is **24 characters long** and must be entered just as you see it.
23. In the block labeled "*Phone Number*" block, if you must dial "1" for long distance, you will need to add it here.
24. Left Click on **Connect**. If you receive an error message, refer to the Standard Operating Procedures (SOP) on RLD Errors.
25. If your Internet connection is successful, finish the configuration by creating a shortcut on your PC desktop for the RLD Icon.



Login ID's and passwords are case sensitive! Make sure your caps lock key is off before you start!

RLD Short Cut

To create a shortcut on your PC desktop for the RLD Icon, use the following procedure:

1. Double Left Click on **My Computer**
2. Double Left Click on **Dial Up Networking** (If you get *Welcome to Dial Up Networking banner*, click **Cancel**)
3. Right Click on the RLD Icon and hold down the mouse key
4. Drag the Icon to the Desktop and let go of the mouse key
5. A window will appear with four options
6. Single Left Click on **Create Shortcut Here**

RLD Internet Access

Once you have completed the configuration for the client side of RLD and created a shortcut on your PC desktop for the RLD Icon, you can access the Internet with the procedure:

1. Double Left Click on the **RLD Icon**
2. In the box labeled "**Connect to Window**", enter your **User ID** and **Password**.
3. Right Click on **Connect**. The modem will dial the toll free 888 number that was provided when the software was installed. Once the connection is made to RLD you should have full functionality to all APHIS applications.

Once completed and connected to RLD, there is additional information on the RLD Website at the following location.

<http://inside.aphis.usda.gov/telecom/rld/>

SRT Reports

Two reports can be generated from the AQIM data in the SRT. These reports are as follows:

- ◆ Record Summary Report
- ◆ Approach Rate Reports (selections for each pathway)

The **date ranges** can be adjusted to report by fiscal year, calendar year, or a part of a year. The selected dates are inclusive from the beginning month/year through the ending month/year. Run the Record Summary Report to learn what date ranges are available for specific locations and pathways.

Multiple selections can be made in the **location** and **terminal** selection fields. How to select multiple locations and pathways will vary depending on the browser and operating system used to access the SRT. Using Netscape Browser, hold down the Ctrl key while clicking on each selection.

Record Summary Report:



Running a Record Summary Report for all locations and all pathways takes a long time. Therefore, run a report for one location or one pathway to create a benchmark that can be used to estimate how long it will take to run a report for all locations and pathways.

The Record Summary Report shows current coverage for each work location and pathway. This report generates the number of records in the data base for a given location or for all locations, and lists the dates of the earliest record and the latest record for each location.

The report can be run for a specific pathway or for all pathways. A **pathway selection field** is used only with the Record Summary Report. The other reports are run for a specific pathway so a pathway selection field is not needed. For an explanation of the other selection fields available, see Selection Fields.

Approach Rate Reports:

The AQIM data sent to Riverdale can be queried for action approach rates by year, month, location, destination, origin, and pathway. Depending on the pathway, additional formats are possible.

The data begins from October 1995, depending on location and pathway. The data is updated quarterly.

For more detailed information about approach rates for each pathway, refer to the heading Approach Rate Reports in this Appendix (or under each Data Analysis section of the pathways).

Approach Rate Reports

Following are the approach rate reports for each pathway.

Air Passenger Baggage:

There are currently four reports for air passenger approach rates. Each can be run with a combination of locations, origins, and destinations.

All air passenger approach rates are calculated by dividing the number of records with at least one action by the number of declarations.

1. Terminal/flight--This report will calculate approach rates by terminal and flight.

2. Work Unit--This report will calculate approach rates by work unit.
3. Origin--This report will calculate approach rates by origin.
4. Destination--This report will calculate approach rates by destination.

Northern Border:

There are currently three reports for Northern Border approach rates. Each can be run with various combinations of locations, origins, and destinations.

All Northern Border approach rates are calculated by dividing the number of vehicles with at least one action item by the number of vehicles.

1. Work Unit--This report will calculate approach rates by work unit.
2. Origin--This report will calculate approach rates by origin.
3. Destination--This report will calculate approach rates by destination.

Southern Border:

There are currently three reports for southern border approach rates. Each can be run with various combinations of locations, origins, and destinations.

All southern border approach rates are calculated by dividing the number of vehicles with at least one action by the number of vehicles.

1. Work Unit--This report will calculate approach rates by work unit.
2. Origin--This report will calculate approach rates by origin.
3. Destination--This report will calculate approach rates by destination.

Maritime Cargo:

There are currently two reports for maritime cargo approach rates. Each can be run with various combinations of locations, origins, and destinations.

All maritime cargo approach rates are calculated by dividing the number of sampled units (containers) with at least one action item by the number of sampled units.

1. Work Unit--This report will calculate approach rates by work unit.

2. Strata--This report will calculate approach rates by strata. The currently defined strata are: reefer, non-refrigerated, no PPQ interest, and empty container.

Selection Fields

You can focus the data in a report by selecting specific information in the following data fields:

- ◆ Destination
- ◆ Origin
- ◆ Location
- ◆ Terminal
- ◆ Flight

Conversely, if you do not select specific information in these fields, the data in the report will include everything.

For example: When selecting Florida in the **destination selection field**, only data with a destination in Florida will be included in the report. When not selecting a specific destination in the **destination selection field**, the data will include that destined to all States.

Data for a report are put together by combining your selections in the data fields.

For example: When selecting Florida in the **destination selection field**, and Miami in the **location selection field**, then the report will include only Miami data with destinations in Florida.

Following is an explanation of the different selection fields. The fields are set up with pull down menus containing options to select from. Combining selections will further focus the data that is included in a report.

Destination Selection Field:

You can focus a report on samples where passengers, vehicles, or cargo were destined to a specific State or country. Select from a list of State names, In Transit, Mexico, or Canada.

For example: To run a report for air passengers destined to Florida, select the appropriate report and select Florida from the **destination selection field**.

NOTE: FY 96 data includes other destinations represented by two-letter country codes, which were used before In-Transit became the standard. These other destinations display in the report, but are not selectable from the list.

Origin Selection Field:

You can focus a report on samples where the passengers, vehicles, or cargo originated from a particular country. Select from a list that includes country names, Mexican state names, and Canadian province names.

For example: To run a Southern Border (by work unit) report that only includes vehicles from the Mexican State of Sonora, select Sonora, MX, from the origin selection field.

Location Selection Field:

You can focus a report on samples taken at one or more (but not all) locations. Select from a list of locations. The SRT allows for multiple selections in the location and terminal selection fields. Remember to hold down the Ctrl key while clicking on each selection.

Terminal Selection Field:

You can focus a report on samples taken at one or more (but not all) terminals. Select from a list of terminals. Note that the terminal selection field is used only for the air passenger (terminal/flight) report.



Terminal names are inconsistent. Misspellings or entering a different format can cause confusion. Therefore, to select all the terminal locations in Miami, select all possible locations from the list.



You must combine the terminal selected with the location selected, because work locations can have similarly named terminals.

Flight Selection Field:

You can focus a report on samples taken from a particular flight. Enter a flight designation in this field. Note that the flight selection field is used only for the air passenger (terminal/flight) report.



The flight selection field is not a uniform one. That is, flights can be entered having a different format, misspellings, etc.

Trouble-shooting

How To Tell If A Report Is Running:

Indicators to use to tell if a **report is running** are the blank page, change in the URL, meteor shower, and activity elevator.

If you are using Netscape, the Netscape icon in the upper right of the screen will contain a "meteor shower" whenever the browser is in the process of "networking." Generally, if the meteor shower is on, then processing is occurring.

When you press the "Run Your Report" button at the bottom of the page, several things happen. A Security information window opens (if you have not disabled this in your Netscape). Also, you will notice that the Netscape icon in the upper right begins a meteor shower, and (in Communicator) the activity signal in the lower left begins its back and forth movement.

When you click on the "Continue" button (again, assuming you have not disabled this feature), the Security window closes and the screen becomes blank. Note also that the location URL in the Netscape location field has changed when the page becomes blank. The terminating item on the URL location line has changed from /....html to /....pl. The .pl file is the file that actually controls the running of the report.

If the meteor shower stops, or if the message "stalled..." appears in the status line at the bottom of the browser, and the page remains in a blank state, click on "stop" and resubmit your report.

How To Print:

Many of the reports in the SRT do not fit on standard pages (size 8 ½ x 11 inches). To accomodate the wide print lines in some reports, do the following. These instructions are for Netscape 4.x.

1. In file/page setup, set left and right margins to 0.25".
2. In print/properties, set the orientation to landscape.

Most of the AQIM reports do not require landscape orientation, and some reports do not require the 0.25" left and right margins. However, changing to these settings will not disrupt the printing of any report.

Definitions

Action Approach Rate--Defines the rate of sampled units resulting in an action. The action approach rate is calculated by dividing the number of sampled units that resulted in an action by the number of sampled units.

Actions--The actions column in each SRT report is a total of the sampled units that resulted in an action. A sampled unit can contain several items which result in an action. However, in the calculation of approach rate, action is counted as 0 (if no item resulted in an action) or 1 (if any item resulted in an action).

A sample results in an action in the following pathways:	Whenever an:
Northern Border–Vehicle	Item is in the categories: S (seized), CT (clean/treatment)
Southern Border–Vehicle	
Air Passenger	
Air Cargo	Item or prohibited contaminant is found (includes prohibited, smuggled or mismanifested items)
Maritime Cargo	

Pests and Prohibited Items--The column called Pests and Prohibited Items in some reports is any cargo item or prohibited contaminant/item found (including smuggled and/or mismanifested items).

QMIs--The column called QMIs in some reports is the total number of items seized.

Sampled Unit--In all pathways, a sampled unit results in one monitoring form being filled out and entered in Epi Info.

The sampled unit for the following pathway:	Is a:
Air Passenger Baggage	Declaration
Northern Border—Vehicle	Vehicle
Southern Border—Vehicle	
Air Cargo	Air Waybill
Maritime Cargo	Container (or container equivalent if a bulk shipment is selected)

95 Percent Confidence Interval--Confidence interval defines the range of the action approach rate if all units (declarations, vehicles, or cargo) were sampled. The interval calculation ensures a 95 percent level of certainty that the actual approach rate, if all units were sampled, would fall within the range of the confidence interval.